



Department of Energy

Washington, DC 20585

July 20, 2004

MEMORANDUM FOR FIELD CHIEF FINANCIAL OFFICERS

FROM:


DEAN G. OLSON, DIRECTOR
OFFICE OF FINANCIAL POLICY

SUBJECT:

Transition of Accounts Receivable Activity to Energy Finance
and Accounting Service Center

Effective October 1, 2004, the Department of Energy (DOE) will establish and operate the Energy Finance and Accounting Service Center (EFASC) and all accounts receivables and cash collection activities will be consolidated at the EFASC. The following information is provided to assist with the transition from the current field accounts receivable processes to the EFASC consolidated process.

1. Field elements will continue establishing receivables until September 30, 2004.
2. Bills/notices/dunning letters sent after August 1, 2004 (or such date as field staff determine to be more appropriate) must instruct the debtor that payments expected to be RECEIVED by DOE after September 30, 2004, must be sent to:

U.S. Department of Energy
Accounting Operations Division, Accounting Branch
P.O. Box 500
Germantown, MD 20875-0500.

3. Receipts received by the field office after September 30, 2004, should be sent by overnight mail to the Germantown street address (below). An email must also be sent to Teresa.Baldwin@hq.doe.gov or Cynthia.Forder@hq.doe.gov in the EFASC, indicating the date sent and tracking number of the package.

U.S. Department of Energy
Accounting Operations Division, Accounting Branch
19901 Germantown Rd.
Germantown, MD 20874-1290
301-903-5333

4. Effective October 1, 2004, billing requests received by field offices should be sent by email in pdf format to Teresa.Baldwin@hq.doe.gov or Cynthia.Forder@hq.doe.gov. If the office is unable to send a copy of the billing request in pdf format, they should contact the EFASC for the appropriate FAX number and send the billing request by FAX.



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5. All receivables in the Departmental Integrated Standardized Core Accounting System (DISCAS) as of September 30, 2004, will be transferred to the EFASC. Please be sure that all public receivables delinquent more than two years have been written off in DISCAS before September 30, 2004, in accordance with Office of Management and Budget direction. When the final September 30, 2004, DISCAS aging report is run, include a copy of the report with copies of the documentation for each receivable listed on the report. The documentation should include a copy of the original billing request, demand letters, correspondence, collections, and other appropriate paperwork. Forward the files to EFASC as soon after September 30, 2004, as possible, but no later than October 18, 2004.
6. If a field office has receivables at Treasury for cross-servicing, forward copies of the Treasury activity reports and/or a list of the accounts at Treasury to the EFASC. This is to make sure the EFASC can easily determine which receivables are at Treasury.

If you have any questions about this memo or the requirements described, please contact Susan Donahue on 301-903-4666.

cc:

Teresa Baldwin
Cindy Forder

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Christine Ott, Chief Financial Officer, ID
Sharon Marchant, Acting Chief Financial Officer, NETL
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William Leahy, Chief Financial Officer, Schenectady Naval Reactors Office, SNRO
Wendy L. Miller, Director, Capital Accounting Center, ME-14/GTN